



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Advisory Council on Vocational Education 18 Executive Park Drive, N.E. Atlanta, Georgia 30329	Application Number 81-406	
Application Number		Date Received SEP 18 1981	Date Completed OCT 26 1981
2. Person to Contact Lyn C. Shade		Working Title Associate Director	Telephone Number 894-2385
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest: 1975 Latest: current		5. Records Series Title (followed by title used in office, if different) Georgia Advisory Council on Vocational Education Publications File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The State Advisory Council on Vocational Education enables Georgia to receive federal grants for vocational education programs and is required by Congress. The Council advises the State Board of Education (which serves ex officio as the State Board of Vocational Education) in the development, administration and evaluation of a state plan for improving vocational education in the State. This plan must contain annual and long-range programs which deal with Georgia's needs in this area and provide for education and counseling, construction of new facilities, and ancillary services such as teacher training and program evaluation. The Council must also prepare and submit through the State Board of Education to the U.S. Commission on Education and the National Advisory Council on Vocational Education an annual evaluation report on the effectiveness of vocational programs, services and activities in Georgia for the previous year, along with recommendations for changes.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: preparing, publishing and distributing pamphlets, brochures and other publications relating to vocational education to local education agencies; and publishing special conference reports. Included are: one copy of each publication prepared by Council Committees (Annual Report Committee, Business and Industry Committee, Evaluation Committee, etc.); and conference reports of special conferences sponsored by the Council. File is arranged: chronologically by year published.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>PERMANENT</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

These publications document the Council's efforts to assist local education agencies in administering vocational education programs.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Lyn Shade</i>			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>7-29-81</i>
		Secretary of State/Designee	<i>9-28-81</i>
		Attorney General/Designee	<i>10-16-81</i>